City of Wadena
Regular City Council Minutes
Tuesday, August 13, 2019

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, August 13, 2019. Mayor Deiss called the meeting to order at 5:00 p.m.

A. Pledge of Allegiance

2. Roll Call

Comprising a quorum of the City Council, the following members were present:

George Deiss Wade Miller Jessie Gibbs Bruce Uselman Mark Lunde

3. Consent Calendar

A. Approval of Consent Calendar Items

1. Claims as Presented for Payment
2. City Administrator's Monthly Financial Report
3. Action Memorandum 19-68: Approve the Massage License Application Submitted by Courtney Kern
4. Action Memorandum 19-69: Approve the Massage License Application Submitted by Jamie Erckenbrack, dba Inner Balance Massage Therapy
5. Action Memorandum 19-70: Authorize Hiring Sheila Helland as a Front Desk Clerk at the Maslowski Wellness & Research Center
6. Action Memorandum 19-71: Authorize the Applications and Permits for Three, 1 Day to 4 Day Temporary On-sale Liquor Licenses for the Wadena County Ag Society
7. Action Memorandum 19-77: Authorize the Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License for the Wadena Hockey Club
8. Action Memorandum 19-78: Authorize Hiring Benjamin Erickson as a Part-time Police Officer
9. Action Memorandum 19-79: Authorize the Application for a 1 Day to 4 Day Temporary On-Sale Liquor License for the Drastic Measures Brewing LLC

B. Approval of Minutes

1. City Council Meeting Minutes
   a. July 9, 2019, Regular Meeting
   b. August 1, 2019, Special Meeting

Main motion: Approve the Consent Calendar and Minutes

Moved by:	Lunde
Seconded by:	Uselman
Action:	Motion carried by unanimous voice vote
In favor:	Deiss, Uselman, Miller, Gibbs, Lunde
Opposed:	None

4. Unfinished Business

5. New Business

Item A – First Reading – Ordinance No. 225: Amending Wadena Code of Ordinances Chapter 111: Hawkers, Peddlers, Transient Merchants, and Solicitors

City Administrator Janette Bower stated LMC recommended new language for Ordinance No. 225 and this will be on the next regular council meeting agenda.

Item B – Action Memorandum 19-72: Award the 2019 City Sidewalk Replacement Project Contract to ML Schmitt Concrete Construction, Inc.

Public Works Director Dan Kovar:
- Stated there were approximately six properties in need of sidewalk replacement;
- Stated he advertised for bids and only received one from ML Schmidt Concrete Construction Inc.; and
- Recommended hiring ML Schmidt Concrete Construction Inc. for removing and replacing city sidewalks and two residential sidewalks as listed in the 2019 bid sheet.

Main motion: Authorize Action Memorandum 19-72

Moved by:	Uselman
Seconded by:	Lunde
Action:	Motion carried by unanimous voice vote
In favor:	Deiss, Uselman, Miller, Gibbs, Lunde
Opposed:	None

Item C – Action Memorandum 19-73: Award the 2019 Overlay Project Contract to Central Specialties, Inc.

Public Works Director Dan Kovar:
- Expanded on Alternate #1 and Alternate #2 for the overlay project;
- Expanded on the City's portion of $92,950 and Freshwater Education's agreement to pay $24,000 for their portion;
- Stated he received four bids from local contractors for milling and overlay within the city; and
- Recommended awarding the contract to low bidder Central Specialties, Inc.

Main motion: Authorize Action Memorandum 19-73

Moved by:	Lunde
Seconded by:	Miller
Action:	Motion carried by unanimous voice vote
In favor:	Deiss, Uselman, Miller, Gibbs, Lunde
Opposed:	None

Item D – Action Memorandum 19-74: Authorize the Purchase and Placement of Flashing Pedestrian Crossing Signs

Public Works Director Dan Kovar:
- Expanded on the purchase and placement of flashing pedestrian crossing signs at the intersections of Colfax Ave SW and 3rd St SW, and Colfax Ave SW and 5th St SW;
- Expanded on two quotes received from Tapco for $18,345.92 and Mobotrex for $18,938.00;
- Expanded on the 2019 General Fund Budgeted amount of $4,000 to cover the City's portion on a 50/50 cost share with the WDC School;
- Explained the initial cost estimate received was for a portion of the sign work needed as the total cost share was now $9,172.96;

- Expanded on $2,618 of unused sign budget that was available; and
- Recommended completing this project with the WDC School's support and purchasing from Tapco for $18,345.92.

Main motion: Authorize Action Memorandum 19-74

Moved by:	Gibbs
Seconded by:	Uselman
Action:	Motion carried by unanimous voice vote
In favor:	Deiss, Uselman, Miller, Gibbs, Lunde
Opposed:	None

Item E – Action Memorandum 19-75: Authorize Entering into a Professional Services Contract with Bolton & Menk for the Tri-County Health Care Utility Extension and Annexation Project.

Principal Engineer Phil Martin with Bolton & Menk:
- Expanded on the Tri-County Healthcare proposal for the Taggart Property; and
- Spoke of the professional services contract for the Tri-County Healthcare Utility Expansion and Annexation Project and recommended a budget of $10,000 for services billed on an actual hours basis.

Main motion: Authorize Action Memorandum 19-75

Moved by:	Miller
Seconded by:	Lunde
Action:	Motion carried by unanimous voice vote
In favor:	Deiss, Uselman, Miller, Gibbs, Lunde
Opposed:	None

Item F – Action Memorandum 19-76: Authorize the Purchase of a New Pumper Truck from Heiman Fire Equipment

Fire Chief Dean Uselman & Assistant Chief/Chairman of Truck Committee Dale Haman:
- Expanded on quotes received from Midwest Fire Equipment for $372,996 (lowered on 8/8/19 from $397,219) and Heiman Fire Equipment for $379,346; and
- Recommended approving the Fire Department to purchase a new pumper truck for $379,346 or less.

Main motion: Authorize Action Memorandum 19-76 as recommended

Moved by:	Miller
Seconded by:	Lunde
Action:	Motion carried by unanimous voice vote
In favor:	Deiss, Uselman, Miller, Gibbs, Lunde
Opposed:	None

6. Meeting Open to the Public

No one present.

7. Department Reports

Item A - Public Works Department

1. August 5, 2019, Park Board Minutes

Superintendent Dan Kovar:

- Reported the Splash Pad underground work was completed, and it was ready for concrete; and
- Reported a second sewer area in need of repair on Rainy Drive in the Industrial Park.

Item B - Utilities Department

Superintendent Dave Evans stated MnDOT would set up for detour on Hwy 10 Project next week.

Item C - Wadena Development Authority, Planning and Zoning, and Fire Department

1. July 11, 2019, WDA Minutes

WDA Director Dean Uselman:

- Stated the offer was accepted on the Olson Building for WDA to purchase; and
- Expanded on the city of Ottertail EDA Director's plan for building 5,000 homes in the next 5-7 years with a complete tax abatement for 10 years.

Planning & Zoning Director Dean Uselman announced a Public Hearing on August 27, 2019 for a Conditional Use Permit for a distillery.

Fire Chief Dean Uselman spoke of Fire Prevention Week the first week in October.

Item D - Police Department

1. July Activity Report

Police Chief Naomi Plautz had nothing to report.

Item E - Wadena Liquor Store

1. July Liquor Store Revenue

Manager Tim Booth was not present.

Item F - Maslowski Wellness and Research Center

1. July MWRC Revenue

Manager Eric Robb spoke of closing the aquatic area September 9-13, 2019 for cleaning and maintenance.

Item G – Whitetail Run Golf Course

Manager Kevin Ross was absent.

Item H - City Administrator

Janette Bower:

- Spoke of truck route on Aldrich Ave and the possibility of changing the parking to diagonal, this will be revisited later;

- Spoke of Tri-County Healthcare's request for two public hearings at the September 10, 2019 Council Meeting;
- Reminded the Council about the Special City Council meeting on August 20, 2019 for the General Fund Budget; and
- Changed the Special City Council meeting time on August 27, 2019 to 6:00 p.m. due to Freshwater Education's Grand Opening from 4:30 until 6:30 p.m.

Item I – Council Reports

Bruce Uselman had nothing to report.

Wade Miller had nothing to report.

Jessie Gibbs stated he was looking for volunteers to help with the Zombie Run on October 12, 2019.

Mark Lunde had nothing to report.

Item J - Mayor's Report

Mayor George Deiss:
- Spoke of the Library Fundraising Committee's efforts to come up with dollar amounts for naming rights;
- Spoke of Library's upcoming October Fest which will be held on October 11, 2019; and
- Spoke of the Rotary Club's Corn & Chicken Feed on August 15, 2019.

8. Adjournment

Main motion: Adjourn at 6:00 p.m.

Moved by:	Miller
Seconded by:	Gibbs
Action:	Motion carried by unanimous voice vote
In favor:	Deiss, Uselman, Miller, Gibbs, Lunde
Opposed:	None

Janette M. Bower, City Administrator

George Deiss, Mayor